



Part-time Bookkeeper/accountant required

Tighnabruaich District Development Trust is a charity serving the Kilfinan parish. It offers financial support to local community bodies for specific projects and is undertaking an increasing range of activities in its own right, including the recent acquisition of the Petrol Station in Tighnabruaich.

The company is currently seeking to employ a part-time bookkeeper/accountant to support these expanding activities.

Job Description

Reporting into the Finance Director the role will entail the following:

Process routine transactions arising from the Trust's various activities

Operate a small payroll

Prepare periodic reports for Board Meetings

Assist in the preparation financial statements and management accounts

Liaise with the Trust's external accountants

Monitor spending and budgets

The Ideal Candidate

Experienced in similar roles for a period of at least three years

Good experience using excel and Xero

Happy to work from home or at Trust premises as appropriate

Ability to organise your own workload

Additional notes

Initially no more than one day/week is likely to be required, but this may evolve over time

Remuneration will reflect experience and responsibilities

Please email info@tddt.org.uk and attach a CV to find out more.